

# Employment Employment Opportunity for a Classified Staff Position

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Tempe School District No. 3, 3205 South Rural Road, P. O. Box 27708, Tempe, Arizona 85285

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF THE EDUCATION AMMENDMENTS OF 1972

AND SECTION 504 OF THE REHABILITATION ACT OF 1973

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<b>JOB TITLE:</b>	<b>TRANSPORTER OF LEARNERS SPECIALIST</b>
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<b>LOCATION:</b>	<b>TRANSPORTER OF LEARNERS – BROGAN CENTER</b>
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## **MINIMUM QUALIFICATIONS:**

Education and/or experience equivalent to a High School Diploma or GED and three (3) years of office/clerical or accounting experience. Requires computer and word processing experience. Must be able to type at least 40 words per minute. Must possess good communication skills. Must maintain same requirements as a school bus driver.

## **DEFINITION:**

To assist the Director of Transporter of Learners and Transporter of Learners Manager in management of the department; including but not limited to: Maintaining transportation budget, account and fund balances, processing purchase requests and invoices. Accurate record keeping related to finance, billing, employee payroll, vacations, general leave and holiday pay, and data on special education students.

## **ESSENTIAL FUNCTIONS:**

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

## **TASKS:**

Processes field trips; checks for availability, estimates cost to school, assigns driver and prepares invoice; coordinates lunches, enters information into computer and sends copies of requests to appropriate parties. Maintains transportation budget using computer spreadsheet; enters purchases, maintains current balances for mechanics and Director; maintains daily balance of all funds. Places ads for employment; participates in job fairs; reviews applications, schedules interview, forwards application materials to appropriate supervisor. Completes payroll and submits absence cards and vacation requests to human resources, corrects duplicate, opposing and missing punches. Processes bus tickets; looks up prior tickets, faxes or calls schools with information; communicates with drivers the status of ticket or student.

## **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of safe driving practices and techniques  
Knowledge of policies and procedures related to Special Needs students

Knowledge of basic office procedures and equipment and human resources processes  
Knowledge of safety factors applicable to transportation vehicle routing and scheduling  
Skill in the use of personal computers and related software applications  
Skill in developing and maintaining effective working relationships  
Skill in both verbal and written communications  
Ability to operate a passenger bus  
Ability to obtain Class B Commercial Drivers License (CDL), Passenger, air brake endorsements, and Department of Public Safety School Bus Certification

**WORKING CONDITIONS:**

Dangerous machinery  
Exposure to extreme weather conditions

**PHYSICAL EFFORT:**

Lifts, moves, or carries up to 35 pounds of materials. Must be able to bend, stoop, climb, or enter and exit bus by use of steps. Drives District vehicle.

**REPORTING RELATIONSHIPS:**

- A. Reports to: Director of Transporter of Learners  
Transporter of Learners Manager
- B. Supervises: No Supervisory Responsibilities

<b>SALARY:</b>	<b>\$13.48</b>	<b>PAY GRADE: 41</b>
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<b>WORK YEAR:</b>	<b>261 DAYS</b>	<b>8 HOURS DAILY = 1.000 FTE</b>
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**Benefits:** Major Medical, Life and Dental Insurance, Social Security, Retirement, and General Leave  
(if working 25 or more hours per week)

<b>DATE POSTED:</b>	<b>6-26-07</b>	<b>CLOSING DATE: UNTIL FILLED</b>
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<p><b>If interested, please contact the Human Resources Department.</b> <b>Applicants need to include in their file:</b> <b>Application, typing &amp;/or Skills Test (if applicable), two letters of reference</b></p>
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